

GOVERNING POLICIES AND PROCEDURES

SECTION: I. GENERAL GOVERNING POLICIES AND PROCEDURES

SUBSECTION: E. Executive Officers

April 2002

E. Executive Officers

1. Executive Director

The Executive Director serves as the administrative extension of the Board. The Executive Director is charged with ensuring the effective articulation and coordination of the institution, school, agency, and statewide concerns and is advisor to the Board and the presidents/agency heads on all appropriate matters.

2. Presidents/Agency Heads/Superintendent (also referred to as *chief executive officers*)

a. Responsibilities

The President/Agency Head/Superintendent is the chief program and administrative officer of the institution, agency or school. The President/Agency Head/Superintendent has full power and responsibility within the framework of the Board's Governing Policies and Procedures for the organization, management, direction, and supervision of the institution, agency or school and is held accountable by the Board for the successful functioning of the institution, agency or school in all of its units, divisions, and services. The President/Agency Head/Superintendent is employed by and serves at the pleasure of the Board unless the contract of employment specifies otherwise.

For the higher education institutions, the Board expects the presidents to obtain the necessary input from the faculty, classified and exempt employees, and students, but it holds the presidents ultimately responsible for the well-being of the institutions, and final decisions at the institutional level rest with the presidents.

b. The Chief Executive Officer is held accountable to the Board for performing the following duties within his or her designated areas of responsibility:

(1) Relations with the Board

- (a) Conduct of the institution, school or agency in accordance with the Governing Policies and Procedures of the Board and applicable state and federal laws.
- (b) Effective communication among the Board, the Board office, and the institution, school or agency.
- (c) Preparation of such budgets as may be necessary for proper reporting and planning.
- (d) Transmittal to the Board of recommendations initiated within the institution, school or agency.

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- (e) Participation and cooperation with the office of the Board in the development, coordination, and implementation of policies, programs, and all other matters of statewide concern.
 - (f) Notification to Board President or Executive Director of any out-of-state absence exceeding one week.
- (2) Leadership of the Institution, School or Agency
 - (a) Recruitment and retention of employees
 - (b) Development of programs, in accordance with an evolving plan for the institution, school or agency.
 - (c) In cooperation with appropriate parties, the promotion of the effective and efficient functioning of the institution, school or agency.
 - (d) Development of methods that will encourage responsible and effective contributions by various parties associated with the institution, school or agency in the achievement of the goals of the institution, school or agency.
- (3) Relations with the Public
 - (a) Development of rapport between the institution, school or agency and the public that it serves.
 - (b) Official representation of the institution, school or agency and its Board-approved role and mission to the public.
 - (c) The agency heads and superintendent are evaluated by the Executive Director, who makes recommendations to the Board with respect to future contracts and compensation. The Presidents are evaluated by the Board. The performance evaluation is based upon the duties outlined in the policy and mutually agreed upon goals. Final decisions with respect to future contracts are made by the Board.
- c. Terms and Conditions

The Board and each chief executive officer shall sign an annual letter of agreement that documents the period of appointment, salary, and any additional terms. The Board shall evaluate the performance of each chief executive officer pursuant to the Board's evaluation policy.
- d. Compensation and Benefits

The chief executive officer's annual salary shall be set and approved by the Board. The chief executive officers shall not receive personal salary or benefits or supplements from institutional foundations or other affiliated organizations except as allowed for

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institutional presidents pursuant to topic 3, subtopic E, below and as such is specifically approved by the Board in each instance. Additionally, the Chief Executive Officer may not receive personal salary or benefits or supplements from other outside sources without prior Board approval.

In addition to the salary referred to above, the Chief Executive Officer shall receive the usual and ordinary medical, retirement, leave, educational, and other benefits available to all institutional, school and agency employees.

- e. The Chief Executive Officer shall receive reasonable and adequate liability insurance coverage under the state's risk management program. In addition, the institutional foundations and other affiliates shall provide the necessary directors and officers insurance for the Chief Executive Officer.
 - f. Relocation and moving expenses incurred by the chief executive officer will be paid in accordance with the policies and rates established by the State Board of Examiners.
3. Institutional Presidents: Housing, Automobile, Expense Reimbursement, and Termination Policy
- a. The presidents are responsible for hosting official functions to promote their respective institutions. Three (3) institutions own homes that are the most suitable facilities available for this purpose. At these institutions, the presidents are required to live in the official residences provided.

To preserve the image of the institutions and to provide adequate maintenance of state-owned property, the institutions shall provide support services for these residences. This support shall include maintenance and repairs, utilities, and grounds keeping.

In the event that the institution does not own an official residence, a housing allowance will be provided that is similar in value to living in the official residence. In addition, this allowance shall cover reasonable maintenance and repair expenses related to the use of this home as the president's official residence.

- b. Each president shall be provided an automobile. Maintenance, repairs, gas for business use, and insurance shall be provided for this vehicle.

If a president does not elect to use a vehicle provided by the institution, the institution will provide the president a vehicle allowance in lieu of the cost of leasing, automobile maintenance, and insurance. Documented business travel will be reimbursed to compensate for gasoline costs.

- c. The presidents shall receive reimbursement for official entertainment expenses. Public relations and other out-of-pocket expenses may be reimbursed if they are directly related to the function of the institution as determined by the president. (See fiscal policy for entertainment and related expenses.)

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d. Terminations

In the event the president's appointment is terminated by Board action (for or without cause), the president shall be paid all compensation and benefits under the terms of his or her employment agreement until the termination of said appointment.

e. Foundation Provided Supplemental Compensation and Benefits

(1) Supplemental compensation or benefits for the presidents may be approved by the Board on a case-by-case basis. Any such supplemental compensation or benefit must meet all requirements of this subtopic.

(2) The funding for such supplemental compensation or benefits must be provided by the institution's related foundation meeting all requirements of Section V, Subsection E of the Board's Governing, Policies and Procedures.

(3) The presidents shall, at the first knowledge of any proposed supplemental compensation or benefits, refer the foundation representatives to the Board President and the Executive Director. The Board President and the Chairman of the Board's Business Affairs and Human Resources Committee, or their designee, shall direct the conduct of any and all negotiations with the foundations regarding any supplemental compensation or benefits agreements.

(4) An agreement between the foundation, the President, and the Board must be created that details the nature and scope of the supplemental compensation and benefits. The agreement must contain a provision in which the foundation and president each agree to indemnify the institution and the Board from and against all claims arising from any supplemental compensation and benefits agreement.

(5) Specific and prior Board approval is required for any supplemental compensation and benefits agreement and for any amendment thereto.

4. Superintendent for the Idaho School for the Deaf and the Blind (ISDB): Housing and Automobile Policy

a. The superintendent for the ISDB is responsible for hosting official functions to promote the school. The ISDB owns a home that is the most suitable facility available for this purpose. The superintendent for the ISDB is required to live in this official residence.

To preserve the image of the ISDB and to provide adequate maintenance of state-owned property, the ISDB shall provide support services for this residence. This support shall include maintenance, utilities, custodial, and grounds keeping.

b. The superintendent for the ISDB shall be provided an automobile. Maintenance, repairs, gas for business use, and insurance shall be provided for this vehicle.

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5. President Emeritus/Emerita Designation

The Board may choose to grant President Emeritus/Emerita status to a retiring president. President Emeritus/Emerita status should be reserved to honor, in retirement, a president who has made distinguished professional contributions to the institution and who has also served a significant portion of his/her career at the institution. The intent of conferring President Emeritus/Emerita status is to bestow an honorary title in recognition of successful tenure in the presidential role.

a. Appointment Procedure

An institution may forward a recommendation to the Board that this honorary title be conferred upon a president that is retiring or has retired from the institution. Each institution shall provide for input into the recommendation from the campus community.

b. Rights, Privileges and Responsibilities

Rights and privileges of such a distinction shall be, insofar as resources will allow, similar to those of active institutional staff, including such privileges as:

- (1) staff privileges for activities, events and campus facilities;
- (2) receipt of institutional newspaper and other major institutional publications and receipt of employee/spouse fee privilege (see Section V. R.).